



**COUNTY OF SONOMA  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Deputy Sheriff II-Lateral**

*An Equal Opportunity Employer*

**SALARY**

\$36.29 - \$44.11 Hourly    \$2,913.14 - \$3,540.88 Biweekly    \$6,311.80 - \$7,671.91 Monthly  
\$75,741.58 - \$92,062.86 Annually

**OPENING DATE:** 09/12/11

**CLOSING DATE:** Continuous

**THE POSITION**

This recruitment is being conducted to establish an employment list to fill Deputy Sheriff II vacancies at the Sonoma County Sheriff's Office, that may occur during the active status of this list.

Under general supervision, a Deputy Sheriff II will work on an assigned shift, performing law enforcement and crime prevention work, including patrolling of assigned areas, serving warrants and making arrests, and assisting in preliminary criminal investigations. Duties may also include assignments to civil, investigations, and Court Security; and performs other related duties as required. All deputies are expected to be available to work any shift.

**The Sonoma County Sheriff's Office:**

Serving the community since 1850, the Sonoma County Sheriff's Office employs over 650 employees, to protect and secure the half-million residents within the 1,768 square miles of Sonoma County. With more than 30 different highly-trained and specialized units, you can be confident that a career with the Sonoma County Sheriff's Office will be anything but monotonous.

After being hired and receiving appropriate training, Deputy Sheriff's are most likely assigned to the Patrol Division, a part of the Law Enforcement Division. The patrol force operates out of the main office of the Sheriff's Office in Santa Rosa and out of two substations located in Guerneville on the Russian River, and in Boyes Hot Springs in the Sonoma Valley. Currently, patrol shifts are based on four 10-hour work days. An agreed upon alternate work schedule will be in place prior to appointment of selected applicants from this recruitment. The alternate schedule is a 3/11 – 4/11 plan. For specific questions please refer to the Deputy Sheriff's Association (DSA) MOU or contact Sheriff's Personnel during testing.

A variety of specialty assignments are available, including bomb disposal, SWAT team, hostage negotiator, training officer, dog handler, helicopter observer, IA and background investigators, and detective. These assignments are made on a "most qualified" basis, normally utilizing oral interview boards for the selection process. Premium pay for specialty assignments ranges from 2.5% to 7.5%, and deputies may be paid for more than one such assignment. In addition, deputies receive differential pay for swing and graveyard shift.

For more information on the Sonoma County Sheriff's Office, please visit their website at [www.sonomasheriff.org](http://www.sonomasheriff.org). Additional information may be found on the DSA MOU located at: [http://hr.sonoma-county.org/documents/dsa\\_mou.pdf](http://hr.sonoma-county.org/documents/dsa_mou.pdf). The Sonoma County Sheriff's Office provides law enforcement services on a contract basis to the Town of Windsor, and the City of Sonoma.

This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) vacancies as they occur during the active status of the list. Persons newly hired or reinstated from this list shall serve a probationary period of one year.

### **SPECIAL NOTE TO OUT-OF-STATE APPLICANTS:**

The Sheriff's Office encourages out-of-state applicants however, in order to qualify for the position of Deputy Sheriff II-Lateral, all out-of-state applicants must obtain a Police Officer Standards and Training (POST) Basic Course Waiver (BCW) to meet California's Regular Basic Course Training requirement.

The Basic Course Waiver (BCW) process is for individual who want to become California peace officers and have **completed at least 664 hours of general law enforcement training (including a general law enforcement basic course of at least 200 hours) AND have at least one year of successful sworn general law enforcement experience.\*\*** Once the BCW process is successfully completed, the applicant receives a waiver of the California Basic Course; however, acceptance of the waiver is at the discretion of the employing agency. For more information visit [http://www.post.ca.gov/training/btw\\_intro.asp](http://www.post.ca.gov/training/btw_intro.asp)

\*\*Experience as a correctional officer does not apply

**APPLICATION SUBMISSIONS REQUIRE THE MANDATORY SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED. THIS RECRUITMENT IS OPEN ON A CONTINUOUS BASIS UNTIL ADEQUATE QUALIFIED APPLICATIONS ARE RECEIVED. THIS RECRUITMENT CAN CLOSE AT ANY TIME - APPLY TODAY!**

### **MINIMUM QUALIFICATIONS**

**Education:** Graduation from high school or possession of an acceptable General Education Development Certificate.

**Experience:** One year of recent, full-time paid experience as a law enforcement officer with a city, county, state or federal police agency.

**Special Qualifications:** Possession of the P.O.S.T. basic certificate. Law enforcement experience performing patrol functions is highly desirable.

**License:** Possession of a valid California driver's license and a good driving record.

**Background Requirement:** Incumbents shall not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony If committed in this state, nor be under current formal probation supervision.

**Citizenship Requirement:** Permanent resident aliens who wish to be employed as peace officers must apply for citizenship at least one year before application for such employment. If a permanent resident alien has not obtained citizenship within three years after application for employment or is denied citizenship, he or she shall be disqualified for peace officer status.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Working knowledge of:** the laws, ordinances, rules and regulations enforced by the department; modern procedures and methods employed in crime detection and investigation and knowledge of general police practices and techniques; court procedures in criminal and civil trials. Working knowledge of the use and care of firearms; criminal attitudes and behavior patterns and the social factors underlying criminal behavior; recent developments, current literature and sources of information of criminal investigation procedures and police patrol practices.

**Knowledge of:** first aid methods and their applications; the geography and topography of Sonoma County.

**Ability to:** enforce the law firmly, tactfully and impartially and to deal courteously with the

general public; make quick, effective and reasonable decisions and to take appropriate action in emergencies; understand and follow written and oral directions. Ability to speak and write effectively.

### **SELECTION PROCEDURE**

#### **APPLICATION INSTRUCTIONS:**

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

For more detailed information about examination steps and the hiring process, you are encouraged to go to <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1464> and review the Hiring Process Overview.

#### **APPLICATION SUBMISSIONS REQUIRE THE MANDATORY SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

An **Application & Supplemental Questionnaire Appraisal Examination** (100%), will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position to ensure satisfaction of the minimum qualifications for this position. Candidates who possess the minimum qualifications will be deemed as having achieved a minimum passing score (70%) on the examination and will be placed on the employment list.

#### **IMPORTANT NOTE:**

In addition to all relevant Law Enforcement training, education, and experience listed in the employment application, all applicants **MUST** submit the following supplemental material within one week of application:

- **Resume**
- **Most recent Law Enforcement Performance Evaluation**
- **P.O.S.T Basice Course Waiver (for out of state applicants only, as described in Position Information section of this bulletin)**

#### **The above information can be mailed, faxed, or submitted in person to:**

County of Sonoma HR, Attn: Diane Hawn

575 Administration Drive. Room 116B

Santa Rosa, CA 95403

Phone: (707) 565-2331

Fax: (707) 575-3770

#### **Questions regarding this recruitment should be directed to:**

Marina Luna, HR Analyst  
(707) 565-3174

#### **BACKGROUND INVESTIGATION - SHERIFF'S OFFICE:**

The Sheriff's Office's policy is that all employees, civilian and law enforcement, are required to

successfully complete a thorough background investigation prior to employment. This policy is imperative in order to keep the department's employees and the public safe, and to maintain high standards in the law enforcement community.

The background investigation will include a thorough assessment of a candidate's personal, employment, educational, criminal, and credit history. The investigation may include, but is not necessarily limited to: use of prescription and/or other drugs, reports from former employers, friends, family members, educational institutions, law enforcement agencies, credit reports, court reports, public records search, and/or other relevant sources. Candidates must be honest and forthcoming about information that may arise during the background process. Deception during any portion of this process is grounds for disqualification, even after employment.

All candidates will be required to take related polygraphs and pre-employment medical examination. A pre-employment medical examination will be conducted including drug and alcohol testing as part of the pre-employment medical examination for all applicants and for all current employees who are offered employment within the Sheriff's Office. Additionally, candidates for Deputy Sheriff, Correctional Deputy, and Communications Dispatcher will be required to take a psychological evaluation. Candidates for Deputy Sheriff, Correctional Deputy, Communications Dispatcher, and Detention Assistant will also be required to take a pre-employment physical abilities examination. The results of the investigation shall be confidential and shall not be available to the candidate for review. Failure to pass the background investigation will eliminate a candidate from the employment process.

Any issues that arise during the investigation process will be assessed and judgment and discretion will be used to determine the employability of the candidate.

If a job candidate has any prior history of controlled substances, the Sheriff's Office has established guidelines to evaluate and determine a candidate's suitability for employment. Where there is evidence of a candidate's past use of controlled substances, many factors shall be used to determine the employability of the individual such as pattern of use, kind of drug used, circumstances of the start of the drug use, treatment, behavior and attitude since discontinuance, etc. Please note that a history of using controlled substances does not result in automatic disqualification from the selection process. Prior to disqualifying any candidate whose profile falls within the provisions of the policy, the candidate shall be given the opportunity to present any and all evidence of mitigating facts which the candidate feels should be considered by the hiring authority.

For specific details on the drug policy, please click on the following link:

[http://www.sonomasheriffjobs.org/includes/Drug\\_Guidelines.pdf](http://www.sonomasheriffjobs.org/includes/Drug_Guidelines.pdf)

### **How To Apply:**

Applications are accepted on-line at [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

**The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination.**

**In an effort to mitigate the impact of budget reductions on the County workforce, the County of Sonoma implemented a Mandatory Time Off (MTO) Program of 5 days (40 hours) for the 2011/2012 fiscal year (July 1, 2011 - June 30, 2012). The amount of pay deducted for the unpaid furlough time is determined by the employee's regularly allocated work schedule. In order to minimize the impact of the unpaid furlough on employees, deductions are being withheld and amortized each pay period from the date of hire through the end of the fiscal year in June 2012.**

**Employees hired after January 1, 2012, and prior to the end of the fiscal year in June**

**2012, will be required to take a prorated number of MTO hours during the fiscal year, to be determined based on their date of hire.**

HR Analyst: ML  
HR Technician: DH

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.yourpath2sonomacounty.org>  
OR  
575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #11/08-4081-O  
DEPUTY SHERIFF II-LATERAL  
ML

### Deputy Sheriff II -Lateral Supplemental Questionnaire

- \* 1. Are you a U.S. Citizen? Or, if you are a resident alien, have you applied for citizenship prior to the date of your application for Deputy Sheriff II?
- ☐ Yes   ☐ No
- \* 2. As an adult, have you been convicted of a felony or are you currently under formal probation supervision?
- ☐ Yes   ☐ No
- \* 3. Do you have a high school diploma, equivalency, or GED from an accredited institution?
- ☐ Yes   ☐ No
- \* 4. I understand that I am required to submit the following material:
- Resume
  - Most recent Law Enforcement Performance Evaluation
  - P.O.S.T Basic Course Waiver (for out of state applicants only, as described in Position Information section of this bulletin)
- ☐ Yes   ☐ No
- \* 5. Please describe your experience as a Peace Officer, which qualifies you for this position. Include the following in your response:
- Job Title
  - Time in service
  - A description of your most recent/current assignment
  - A description of the agency you work for (patrol area, population, etc.)
- \* 6. Please describe your educational background, including any law enforcement related coursework and training. Include the following in your response:
- Name of the college or institution attended
  - The course/training name
- \* 7. Please describe any experience working on collateral or specialty units. Include the following in your response:

- Any experience conducting investigations
- Employing agency for this assignment
- Dates employed by the agency
- Dates (yr/month) you have held the specialty/collateral assignment
- Name of specialty unit and position held

\* Required Question